

**COPYRIGHT OFFICE
THE LIBRARY OF CONGRESS
WASHINGTON 25, D. C.**

REGULATIONS OF THE COPYRIGHT OFFICE*

(In effect as of September 16, 1955)

PART 201—GENERAL PROVISIONS

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201.1 Communications with Copyright Office.
201.2 Information given by Copyright Office.
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§ 201.1 *Communications with Copyright Office.* Mail and other communications shall be addressed to the Register of Copyrights, Library of Congress, Washington 25, D. C.

§ 201.2 *Information given by Copyright Office.*—(a) *In general.* Information relative to the operations of the Copyright Office is supplied without charge. A search of the records, indexes and deposits will be made for such information as they may contain relative to copyright claims upon application and payment of the statutory fee. The Copyright Office, however, does not undertake the making of comparisons of copyright deposits to determine similarity between works, nor does it give legal opinions concerning the rights of persons in cases of alleged infringement, contracts between publisher and author, the copyright status of any particular work other than the facts shown in the records of the Office, or other matters of a similar nature.

(b) *Inspection and copying of records.* Inspection of the records, indexes and deposits may be made at such time as will not result in interference with or delay in the work of the Copyright Office. In connection with matters directly relating to copyrights and the rights of an author or proprietor in copyrighted property, copies may be made of the entries in the record books, the applications for registration after they have been passed for entry and numbered, the indexes to registrations, and similar official records of the Office.

(c) *Correspondence.* Correspondence with the Copyright Office is not open to public inspection unless it has a direct reference to a completed registration of a copyright claim or other official record of the Office.

(d) *Requests for copies.* Requests for the making of copies of the records and deposits in the Copyright Office should be addressed to the Photoduplication Service, Library of Congress, Washington 25, D. C. Fees for the payment of such services should be made payable to the Librarian of Congress. When the copy is to be certified by the Copyright Office, the certification fee should be made payable to the Register of Copyrights. The Copyright Office will approve the making of a copy of a copyright deposit when one or more of the following conditions exist:

(1) *Authorization by owner.* When authorized in writing by the copyright owner or his designated agent.

(2) *Request by attorney.* When required in connection with litigation, actual or prospective, in which the copyrighted work is involved; but in all such cases the attorney representing the actual or prospective plaintiff or defendant for whom the request is made shall give in writing: (i) The names of the parties and the nature of the controversy; (ii) the name of the court where the action is pending, or, in the case of a prospective proceeding, a full statement of the facts of the controversy in which the copyrighted work is involved; and (iii) satisfactory assurances that the requested copy will be used only in connection with the specified litigation.

(3) *Court order.* When an order to have the copy made is issued by a court having jurisdiction of a case in which the copy is to be submitted as evidence.

§ 201.3 *Catalog of Copyright Entries.* The current subscription price for all parts of the complete yearly Catalog of Copyright Entries is \$20.00. Each part

of the Catalog is published in two semi-annual numbers covering, respectively, the periods January-June and July-December. The prices given in the list below are for each semiannual number. The Catalog may be obtained, upon payment of the established price, from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., to whom requests for copies should be addressed and to whom the remittance should be made payable.

Part 1A—Books and selected pamphlets.....	\$1.50
Part 1B—Pamphlets, serials, and contributions to periodicals.....	1.50
Part 2—Periodicals.....	1.00
Parts 3 and 4—Dramas and works prepared for oral delivery.....	1.00
Part 5A—Published music.....	1.50
Part 5B—Unpublished music.....	1.50
Part 6—Maps.....	.50
Parts 7-11A—Works of art, reproductions of works of art, scientific and technical drawings, photographic works, prints, and pictorial illustrations.....	1.00
Part 11B—Commercial prints and labels.....	1.00
Parts 12 and 13—Motion pictures.....	.50
Part 14A—Renewal registrations, literature, art, film.....	.50
Part 14B—Renewal registrations, music.....	1.00

§ 201.4 *Assignments of copyright and other papers.* Assignments of copyright and other papers relative to copyrights will be recorded in the Copyright Office upon payment of the statutory fee. Examples of such papers include powers of attorney, licenses to use a copyrighted work, and agreements between authors and publishers covering a particular work or works and the rights thereto. Where the original instrument is not available, a certified copy may be recorded.

§ 201.5 *Amendments to completed Copyright Office registrations and other records.* No correction or cancellation of a Copyright Office registration or other record will be made (other than a registration or record provisional upon receipt of fee as provided in § 201.6) after it has been completed if the facts therein

stated agree with those supplied the Office for the purpose of making such record. However, it shall be within the discretion of the Register of Copyrights to determine if any particular case justifies the placing of an annotation upon any record for the purpose of clarification, explanation, or indication that there exists elsewhere in the records, indexes or correspondence files of the Office, information which has reference to the facts as stated in such record.

§ 201.6 Payment and refund of Copyright Office fees—(a) In general. All fees sent to the Copyright Office should be in the form of a money order, postal note, check, or bank draft payable to the Register of Copyrights. Coin or currency sent to the Office in letters or packages will be at the remitter's risk. Remittances from foreign countries must be payable and immediately negotiable in the United States for the full amount of fee required. Uncertified checks are accepted subject to collection. Where the statutory fee is submitted in the form of a check, the registration of the copyright claim or other record made by the Office is provisional until payment in money is received. In the event the fee is not paid, the registration or other record shall be expunged.

(b) *Deposit accounts.* Persons or firms having a considerable amount of business with the Copyright Office may, for their own convenience, prepay copyright expenses by establishing a Deposit Account.

(c) *Refunds.* Money paid for applications which are rejected or payments made in excess of the statutory fee will be refunded, but amounts of twenty-five cents or less will not be returned unless specifically requested and such sums may be refunded in postage stamps. All larger amounts will be refunded by check.

§ 201.7 Preparation of catalog card. The catalog card which may accompany a work of foreign origin, as provided in section 215 of 17 U. S. C., as amended by the act of June 3, 1949 (68 Stat. 153), may be a catalog card supplied by a library in the country of publication. In lieu of such a card the applicant may prepare his own card, or may fill out the form supplied by the Copyright Office. The catalog card should contain the title of the work, the year and city of publication, the name of the publisher and the names of all authors whom the applicant considers of sufficient importance to record. When available, the year of birth as well as pseudonym, if any, of each author named should be given. If the form furnished by the Office is not used, the size of the card should preferably be 3 inches by 5 inches or 7½ centimeters by 12½ centimeters. The

Register of Copyrights reserves authority to accept catalog cards not complying with the above requirements.

§ 201.8 Import statements. The Copyright Office will issue import statements for books and periodicals first published abroad in the English language which are to be imported under the provisions of section 16 of title 17, United States Code, as amended by the act of August 31, 1954 (68 Stat. 1030). A statement for the importation of 1,500 copies will be issued to the person named in the application for ad interim copyright registration. The holder of this statement shall present it to the customs officer in charge at the port of entry. Upon receipt of a statement from the customs officer, showing importation of less than 1,500 copies, a new statement will be issued for the balance.

PART 202—REGISTRATION OF CLAIMS TO COPYRIGHT

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202.1	Application forms.
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202.14	Motion pictures other than photoplays (Class M).

§ 202.1 Application forms—(a) In general. Section 5 of Title 17 of the United States Code provides thirteen classes (Class A through Class M) of works in which copyright may be claimed. Examples of certain works falling within these classes are given in §§ 202.2 to 202.14, inclusive, for the purpose of assisting persons, who desire to obtain registration of a claim to copyright, to select the correct application form.

(b) *Claims of copyright.* All works deposited for registration shall be accompanied by a "claim of copyright" in the form of a properly executed application and the statutory registration fee.

(c) *Forms.* The Copyright Office supplies without charge the following forms for use when applying for the registration of a claim to copyright in a work and for the filing of a notice of use of musical compositions on mechanical instruments.

Form A—Published book manufactured in the United States of America (Class A).

Form A-B Ad Interim—Book or periodical in the English language manufactured and first published outside the United States of America. (Classes A-B).

Form A-B Foreign—Book or periodical manufactured and first published outside the United States of America, except works subject to the ad interim provisions of the copyright law of the United States of America (Classes A-B).

Form B—Periodical manufactured in the United States of America (Class B).

Form B-B Contribution to a periodical manufactured in the United States of America (Class B).

Form C—Lecture or similar production prepared for oral delivery (Class C).

Form D—Dramatic or dramatico-musical composition (Class D).

Form E—Musical composition the author of which is a citizen or domiciliary of the United States of America or which was first published in the United States of America (Class E).

Form E Foreign—Musical composition the author of which is not a citizen or domiciliary of the United States of America and which was not first published in the United States of America (Class E).

Form F—Map (Class F).

Form G—Work of art, or a model or design for work of art (Class G).

Form G-G Published three-dimensional work of art (Class G).

Form H—Reproduction of a work of art (Class H).

Form I—Drawing or plastic work of a scientific or technical character (Class I).

Form J—Photograph (Class J).

Form K—Print or pictorial illustration (Class K).

Form KK—Print or label used for article of merchandise (Class K).

Form L-M—Motion picture (Classes L-M).

Form R—Renewal of copyright.

Form U—Notice of use of music on mechanical instruments.

§ 202.2 Books (Class A). This class includes such works as fiction and non-fiction, poems, compilations, composite works, directories, catalogs, annual publications, information in tabular form, and similar text matter, with or without illustrations, published as books, pamphlets, leaflets, cards, single pages or the like. Applications for registration of claims to copyright in published books manufactured in the United States of America are made on Form A; in books manufactured and first published outside of the United States of America, except those subject to the ad interim provisions of the copyright law, on Form A-B Foreign; and in books in the English language manufactured and first published outside the United States of America, and subject to the ad interim provisions of the copyright law, on Form A-B Ad Interim.

§ 202.3 Periodicals (Class B). This class includes such works as newspapers, magazines, reviews, bulletins, and serial publications, which appear at intervals of less than a year. Applications for registration of claims to copyright in published periodicals manufactured in the United States of America are made on Form B; in periodicals, or in contributions thereto, manufactured and first pub-

lished outside the United States of America, except those subject to the ad interim provision of the copyright law, on Form A-B Foreign; and in periodicals, or in contributions thereto, in the English language manufactured and first published outside of the United States of America, and subject to the ad interim provisions of the copyright law, on Form A-B Ad Interim. Applications for registration of claims to copyright in contributions to periodicals manufactured in the United States of America are made on Form BB. Applications for registration of claims to copyright in contributions to periodicals, which contributions are prints published in connection with the sale or advertisement of an article or articles of merchandise, are made on Form KK.

§ 202.4 *Lectures or similar productions prepared for oral delivery (Class C).* This class includes unpublished works such as lectures, sermons, addresses, monologs, recording scripts, and scripts for television and radio programs. When these works are published, registration should be made in Class A.

§ 202.5 *Dramatic and dramatic-musical compositions (Class D).* This class includes works dramatic in character such as plays, dramatic scripts designed for radio or television broadcasts, pantomimes, ballets, musical comedies and operas.

§ 202.6 *Musical compositions (Class E).* This class includes all musical compositions (other than dramatic-musical compositions), with or without words, as well as new versions of musical compositions, such as adaptations, arrangements and editings, when such editing is the writing of an author.

§ 202.7 *Maps (Class F).* This class includes all published cartographic representations of area, such as terrestrial maps and atlases, marine charts, celestial maps and such three-dimensional works as globes and relief models.

§ 202.8 *Works of art (Class G)—(a) In general.* This class includes works of artistic craftsmanship, in so far as their

form but not their mechanical or utilitarian aspects are concerned, such as artistic jewelry, enamels, glassware, and tapestries, as well as all works belonging to the fine arts, such as paintings, drawings and sculpture. Works of art and models, or designs for works of art are registered in Class G on Form G, except published three-dimensional works of art which require Form GG.

(b) *Published three-dimensional works of art.* All applications for copyright registration of published three-dimensional works of art shall be accompanied by as many photographs, in black and white or in color, as are necessary to identify the work. Each photograph shall not be larger than nine by twelve inches, but preferably shall be eight by ten inches, nor shall it present an image of the work smaller than four inches in its greatest dimension. The title of the work shall appear on each photograph. In addition to the photographs, application on Form GG, and the statutory registration fee, each applicant shall select and comply with one of the following options:

(1) *Option A.* Send two copies of the best edition of the work (or one copy, if by a foreign author and published in a foreign country). The Copyright Office will retain the copies for disposition in accordance with its usual practice.

(2) *Option B.* Send two copies of the best edition of the work (or one copy, if by a foreign author and published in a foreign country) and in addition mark the package with the special label supplied by the Copyright Office or by the use of other appropriate means indicating that Option B has been chosen. The Copyright Office will promptly return the copies to the copyright claimant or to his agent, at an address within the United States at his expense.

(3) *Option C.* Send no copies of the work. If Option C is selected the Copyright Office will issue its certificate, bearing a notation that photographs were accepted in place of copies, but expresses no opinion as to the need for, or possible effect of delay in, making deposit of copies

prior to suit for infringement of copyright.

§ 202.9 *Reproductions of works of art (Class H).* This class includes published reproductions of existing works of art in the same or a different medium, such as a lithograph, photoengraving, etching or drawing of a painting, sculpture or other work of art.

§ 202.10 *Drawings or plastic works of a scientific or technical character (Class I).* This class includes diagrams or models illustrating scientific or technical works, or formulating scientific or technical information in linear or plastic form, such as an architect's or an engineer's plan or design, a mechanical drawing, or an anatomical model.

§ 202.11 *Photographs (Class J).* This class includes photographic prints and filmstrips, slide films and individual slides. Photoengravings and other photomechanical reproductions of photographs are registered in Class K on Form K.

§ 202.12 *Prints, pictorial illustrations and commercial prints or labels (Class K).* This class includes prints or pictorial illustrations, greeting cards, picture postcards and similar prints, produced by means of lithography, photoengraving or other methods of reproduction. These works are registered on Form K. A print or label, not a trade-mark, published in connection with the sale or advertisement of an article or articles of merchandise is also registered in this class on Form KK.

§ 202.13 *Motion-picture photoplays (Class L).* This class includes motion pictures, dramatic in character, such as features, serials, animated cartoons, musical plays, and similar productions intended for projection on a screen, or for transmission by television or other means.

§ 202.14 *Motion pictures other than photoplays (Class M).* This class includes non-dramatic motion pictures, such as newsreels, musical shorts, travelogues, educational and vocational guidance films, and similar productions intended for projection on a screen, or for transmission by television or other means.

THE END

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